

sender's  
address  
on the top  
right-hand  
side

date  
on the  
right-hand  
side

an  
informal  
greeting,  
e.g. 'Dear'...  
or 'Hello'...

an  
introduction  
that sets  
out the  
purpose of  
the letter

more details  
are given  
in next  
paragraph(s)

a conclusion  
finishes the  
letter or sets  
out what the  
sender wants  
the recipient  
to do next

ends with  
'from',  
'best  
wishes',  
or 'love'

capital  
letter to  
punctuate  
a sentence

capital  
letter  
for people

capital  
letter  
for places

capital  
letter for  
days of  
the week

capital  
letter  
for the  
personal  
pronoun 'I'

full stop

ideas and  
sentences  
joined  
with the  
conjunction  
'and'

common  
exception  
words  
spelt  
correctly

compound  
word

prefix 'un'  
used

plurals  
spelt  
correctly

adding  
suffixes  
-ing -ed  
-er to  
a verb

adding  
suffixes  
-er or -est  
to an  
adjective

question  
mark

exclamation  
mark

adjective  
to  
describe  
and add  
detail